



Saint Michael Catholic Primary School

Health and Safety Policy

Mission Statement:

Excellence • Enrichment • Enjoyment

Date policy accepted by the Governing Body: Sept 2014

Updated: July 2015

Date for review: July 2016

The basis of these guidelines lies in fulfilling the aims of the school

Our school aims to provide a secure and caring environment concerned with the emotional, spiritual and social development of the child. The Catholic School has the opportunity to place children's learning about safety and self esteem in the context of their positive life experiences. Within the mission statement St. Michael's School affirms the need to build up those within the school community who need a safe and caring environment. It teaches the principles of justice and peace, respect, personal dignity, self-control and correct behaviour.

Monitoring this policy

This policy is monitored and its effectiveness evaluated by the Headteacher, SLT, Staff and Governors once a year. The Headteacher and Co-ordinators will also monitor classroom provision from schemes of work, planning and from samples of work produced by the children.

This policy will be reviewed and any parts that need revision will be re written when the need arises.

Headteacher, SLT, Staff

Updated July 2015

POLICY FOR HEALTH AND SAFETY

Aim

The aim of St. Michael's is to create an awareness of precautions and measures regarding safety that should be observed in and out of school by all users of the school: children, school staff, parents and the local community.

St. Michaels cultivates good habits, alertness and control and instils concern and consideration for the safety of others. Each individual should know how to protect him or her self and should know what to do in emergencies, including basic first aid and other procedures.

Sensible safety habits are taught within the whole Curriculum, sometimes through topics - for instance, a safe place to play - covered in Science, English or Technology. It might also be through a PSHE topic, for instance smoking or drugs. Outside agencies,

such as the Police, Fire Brigade, Road Safety Officer, are invited to address the children in Assembly.

At St. Michael's children are encouraged to develop beneficial habits through good health and hygiene routines. School meals are prepared according to good dietary principles, with an extended healthy option menu served. Break-time snacks of fruit are allowed.

St. Michael's believes that children learn best through practical experience and active involvement in all areas of the Curriculum. Pupils are taught to have care and consideration for themselves and others:

- ◆ in the classroom
- ◆ when using equipment, e.g. scissors, tools, PE apparatus
- ◆ when moving around school
- ◆ when carrying out investigations, e.g. a pond/pollution/soil studies
- ◆ when on educational visits.

For any physical activity, children change into their P.E. uniform. They should not wear shoes or plimsolls for indoor activities (unless they have a foot infection), as bare feet grip better, but should wear plimsolls for outside activities. Children are not permitted to wear any form of jewellery for safety reasons.

St. Michael's has a few school rules that are made specifically for safety reasons, such as walking (not running) in the school buildings, playing within sight of an adult, care of property, etc.

In accordance with LEA/other Advisory Body safety regulations, educational visits are planned in advance, with staff making a prior inspection of the venue, if possible. Details of the visit are sent to parents. Children should wear appropriate clothing for the activity planned. The correct adult to child ratio is always observed, and the leader always takes a first-aid kit and list of emergency telephone numbers.

St. Michael's has standard procedures in case of an emergency in school, such as a fire or bomb alert, when the building is evacuated. Practice drills are carried out at least once a term. All staff and children are familiar with the routine and know their own exit route, place of assembly and roll-call system. (See Policy for Emergency Procedures.)

All the children are taught to take care of themselves and each other but, in a school environment, accidents can occur. Most are minor and can be dealt with by any member of staff. Fully equipped first-aid boxes are kept in various locations throughout the school. The Accident Register, Accident Forms and a list of allergies any child are kept in the school office. If the accident is more serious, the school ensures the child receives qualified medical attention as quickly as possible, an ambulance being called if necessary. Parents are informed straightaway.

Accident forms are filled in for those accidents that require professional medical attention, or that are caused by any defect in the school or its equipment.

The Premises Manager, under the direction of the Head Teacher, is responsible for ensuring that the building provides safe and healthy surroundings for the children and for undertaking basic repairs and maintenance. Approved contractors are called in as advisable. The Grounds Maintenance Department and Cleaning staff maintain clean and tidy buildings and grounds. Any equipment/hazardous substance is locked away. All equipment is to British Standards and is maintained regularly.

Fire Drill

As soon as the fire alarm sounds, all children and adults should stop what they are doing and walk out of the building through the nearest exit. Fire doors and emergency exits should never be blocked nor locked during school hours but, should a normal exit be blocked for any reason, then the nearest exit should be used. Escape routes are marked on a plan on and distributed to staff.

The children should walk out of the building(s) calmly and line up quietly. Adults should prevent panic. The named persons will give the Class Registers to the class teachers, who should take the roll-call and check that all the children are present. The Register should be returned to named persons (preferably by an adult) via an external route.

Nobody should go back into the building(s). If a child is missing this should be reported to the Head Teacher.

When all the Registers have been checked, named persons will signal it is safe to re-enter the school.

Lunchtime Fire Procedure

If the fire alarm is sounded, adults on duty in the Dining Hall, classrooms, cloakrooms and playground should gather all the children well away from the building and ensure no child re-enters the building.

The Head Teacher and SLT will ensure, as far as it is reasonably practicable, that everyone is out of the building(s).

Fire and Bomb Alerts

In the event of a fire or bomb alert the Head Teacher or another adult should sound the fire alarm to evacuate the premises and, after telephoning 999 to alert the Fire Brigade and Police, check that the evacuation procedure has been followed. If the alert

is a practice, then the Fire Brigade should be informed before the evacuation of the premises takes place.

The Head Teacher or other adult, should position themselves near the school gates to meet the Fire Brigade/Police and direct them to the site of the incident, if known.

All children and adults should remain outside. Only when the 'all clear' has been given are children and adults permitted to re-enter the premises.

Smoking Policy

It is the policy of the Governing Body that St. Michael's is a no-smoking school. Smoking is not permitted in any area of the school by staff, children, parents or visitors to the school.

Car Parking

Car parking is a concern at St. Michael's as it can be a hazard for those who use the school and for those who live or work within the vicinity of the school. Parents should not park in the school car park when dropping off or collecting children. Drivers parking cars at or near the school, while dropping off or collecting children should show consideration for the safety of pedestrians, other road users and the immediate community.

The road markings near the school crossing should be observed at all times. The space reserved for school transport should never be obstructed.

Visitors, who have been given authorisation to park at the school, should leave a note of their car registration number with the school office in case the car has to be moved.

There is regular liaison with Traffic Police and the Road Safety Officer, who will talk to parents and children and provide literature to display and send out.

Regular letters to parents emphasise:

- ◆ our neighbours: consideration for those who live and work in the vicinity of the school
- ◆ using the crossing patrol instead of driving right up to school, or dropping children off at the gates then driving on, rather than manoeuvring to park and thus holding up other road users
- ◆ not parking on yellow lines
- ◆ at sporting events: children and staff should leave by designated route
- ◆ the school tries to arrange that coaches for schools trips park in the slip road (Convent Road).

St. Michael's admonishes any adult who parks repeatedly in an inconsiderate way, obstructing other traffic or the roadway. Notice is taken of complaints by other parents and neighbours.

Animals in School

- ◆ St. Michael's ensures that animals kept in school are acquired from an accredited source and are healthy.
- ◆ School pets should not come into contact with wild animals (e.g. mice/rats). Wild animals, whether dead or alive, should not be brought to school.
- ◆ People with cuts or infections should not touch the animals. Animals can bite and scratch and resulting wounds must be treated carefully. (See the section on first aid.) These incidents must be reported to the Head Teacher and parents.
- ◆ Food for animals should be stored carefully and safely to stop it becoming infested and it should be stored away from the children.
- ◆ The care of animals during school time and holiday time should be considered very carefully (i.e. cleaning, feeding etc.).

Dogs

Dogs are not allowed within the perimeter of the school grounds for health and safety reasons, though exceptions are made for working dogs; namely, guide dogs and hearing dogs.

Should a dog foul an area of the school grounds, the area must be cleared up immediately, as there is a possibility the children could pick up serious infections, e.g. toxocarasis.

Dogs in the area around the school should be with their owners and on a lead at all times. Parents should stay outside the school grounds when they have a dog with them and stand clear of the exit gates, so that children are not frightened.

Policy on Children Moving Equipment

In the normal day-to-day running of the school, there are times when children might need to move equipment or items of furniture - perhaps chairs and/or tables, sports equipment or other small pieces of equipment.

Children should *always* be supervised when moving any equipment or piece of furniture. Some items could be heavy or awkward to handle. Children are shown how to lift and carry safely and reminded of this each time.

PE and Sports Equipment

When using large apparatus, children should be shown how to bend before lifting and moving apparatus. The supervising adult allocates the appropriate number of children to lift heavy items.

Furniture

Chairs should be moved one at a time and children are taught how to carry them correctly. They may carry a single chair on their own. Tables need one child at each end. No child should attempt to lift a table single-handed.

Staging blocks are heavy and need at least two children per block, as they are awkward to handle. Children are shown how to pick them up and put them down, so that they do not trap their fingers or feet. The PA system should be moved and set up only under adult supervision.

Small items of equipment - tape players, CD players, PE trolleys - can be moved by the children under adult supervision.

When an item of equipment or furniture is being moved from one room to another, the supervising adult should nominate a child to open and close doors.

Items Children Should Not Move.

- ◆ Computers - wires can get caught and monitors can easily fall off trolleys.
- ◆ Televisions and overhead projectors.
- ◆ Piano - although on castors, it can tip and trap feet or fingers.
- ◆ Paper cutters - dangerously sharp blade.
- ◆ Children should not stand on chairs or tables to remove displays, nor should they remove staples, pins etc., from display/notice boards without adult supervision.

Security of the Premises

The Head Teacher, and designated key holders are responsible for the security of the building.

Class Teacher

It is the responsibility of the class teacher to make sure that their classroom is secure, the windows closed and equipment switched off before they leave the premises.

Cleaner in Charge

It is the responsibility of the Cleaner in Charge to check that all locks and catches are in working order, that the emergency lighting is working, that the fire alarm has no faults, and that the CCTV and security system are working properly.

Before leaving the premises, the Cleaner in Charge has a duty to ensure that all the windows are closed, that the CCTV is recording, that the doors are locked and secure, that the security alarm is set and that all gates are locked.

The First Named Keyholder, Headteacher or SLT

The First Named Keyholder, Head Teacher or SLT perform the above functions in the absence of the Cleaner in Charge.

The Head Teacher is responsible for the security of the premises during the day. The main entrance door must be closed at all times. All playground gates must be locked during the school day.

Any parent or visitor is welcome in school but is asked to report to the office first. Children enter and leave school by different doors, according to their Year Group. Accompanying adults should leave the children at the playground gate in the morning and wait in the appointed areas of the playground at the end of the day.

Although these precautions should be observed, they should in no way detract from the welcoming ambience of the school.

School Health and Safety Committee

St. Michael's has a Health Safety Committee that meets once a term to review safety measures and reports of accidents, to assist in reviewing the school's Health and Safety Policy and to ensure safety procedures are implemented throughout the school.

The Premises Manager is responsible for Health and Safety in the school and day-to-day implementation of the policy.

Two members of the Governing Body are responsible for Health and Safety. The member of staff and the Governor meet once a term to complete a risk assessment and report to the school's Health and Safety Committee.

Contractors on Site

- ◆ Contractors should telephone the Head Teacher Admin Officer and make appropriate arrangements before commencing work.
- ◆ When they arrive, all contractors should report to the Office. Contractors work under the close supervision of the Admin Officer/Premises Committee, so that there is no danger to the health and safety of children or adults in school. Any concerns should be reported to the Head Teacher, the contractors and the appropriate department of the LEA/other Advisory Body.
- ◆ When not in use, any equipment that contractors bring into school should be stored in a safe place.

- ◆ No repairs or maintenance can be carried out in areas that children or adults are occupying; this includes cloakroom and toilet areas.
- ◆ No work should be in progress in the playground/Dining Hall during break times and lunchtime.

NB: The guidance sheet below should be given to contractors.

Guidance for Contractors on Site

St. Michael's complies with the recommendations of the Health and Safety Inspector (Surrey County Council) and requests you to refrain from the following practices.

- ◆ Smoking in the building as St. Michael's is a no-smoking school.
- ◆ Talking to the children (who have been taught not to talk to strangers).
- ◆ Moving vehicles while children are at play.
- ◆ Working on or near the playgrounds while the children are at play.
- ◆ Leaving equipment lying around or unattended.
- ◆ Playing music during school hours.

If you have any problems, please see the Head Teacher/Admin Officer

Policy on the Use of Hazardous Substances in School

All potentially hazardous substances are kept in a locked store. Staff should order only chemicals covered by the COSHH (Control of substances Hazardous to Health) Register, which is kept in the school office).

Science

All equipment is kept in the stock cupboard between lessons.

Objects placed in unaccustomed places during experiments could cause breakage and/or falls. Teachers should make children aware of this and insist that care is always taken. Children should not carry heavy loads, nor should they run about when carrying equipment that might shatter.

Glass should always be handled carefully and, whenever possible, plastic should be used in its place. Some objects, e.g. glass mirrors, could have their edges taped to avoid sharp edges. All liquids or objects spilt or dropped on the floor should be cleaned up immediately to avoid accidents. Hot water should not be put into thick glass containers, as they might crack because of uneven expansion setting up strains in the glass.

Care should be taken when holding objects close to the eye.

There are many ways in which germs can be transferred and these should be minimised by keeping hands and equipment clean. Hands should be washed before touching anything to be put into the mouth. Tasting should not be allowed except under strict supervision. Some things might need to be disinfected. Children should not use liquids that give off vapours. Some glues can be hazardous both from the inflammability and inhalation point of view. Objects should not be pushed into the ears or nose.

Children should know some plants are poisonous and they should be aware of what these are. Moulds that have been grown should be destroyed carefully. The children should *never* handle moulds.

Use of cutting devices - knives, scissors, chisels, etc. - can be dangerous. Eye protection should be worn when chisels are in use. Children should be shown the correct techniques for their use before handling them.

Throwing projectiles or dropping objects in investigations should be done at carefully chosen and monitored places.

It should be remembered that care needs to be taken even with everyday substances, e.g. vinegar, lemon juice, etc. are acidic. Any substance is potentially dangerous. Risk assessment should be carried out.

With naked flames (e.g. lighted candles), children should be warned to keep long hair, ties and other parts of clothing away from the flame. Candles should be fixed firmly in suitable holders. Safety goggles should be considered. Usually safety goggles are not essential, but using them is a way of encouraging good habits.

Lenses (e.g. magnifying glasses) can focus light and heat; therefore special care should be taken that children do not look at intense sources of light through these lenses. Convex lenses and concave mirrors can, in strong sunlight, cause fires if heat is focused on something inflammable.

Children should never look at a very bright light (e.g. a projector beam). Pupils should never look directly at the sun, even through dark glasses or plastic.

Only alcohol-filled thermometers should be used. There should be no mercury-filled thermometers in the school. Magnets, although not a hazard to pupils, can affect other equipment. Plastic bags are a potential hazard and can cause suffocation.

Care should be taken when carrying out electrical work. Mains electricity should not be used - only low-voltage batteries. Where a piece of apparatus powered from the mains is used, it should be connected and switched on under adult supervision. Leads should not 'trail' across the room or tables. Any electrical equipment 'loaned' to the school should be suitable for its purpose and safe for primary-age pupils to use. All electrical equipment is subject to an annual inspection.

Technology

All equipment should be stored safely and returned to its correct storage place after use. Hacksaws should be turned inwards. Craft knife blades must be retracted before they are put away.

Hardboard should be used to protect surfaces when using tools. An adult should always supervise children who are using tools. The correct procedures and techniques need to be shown to the children beforehand.

When buying wood to use in school, ensure it is bought from an educational supplier. Some woods are treated and can be harmful to children. 'Donated' wood should not be accepted unless the source has been investigated.

Food Technology

St. Michael's recognises the importance of cooking and baking as part of the Technology Curriculum but is aware that certain children are allergic to various foodstuffs. Basic hygiene practices are observed, such as the children washing their hands before handling foodstuffs and tying back long hair. The area to be used is wiped clean after use.

Classroom organisation is of the utmost importance for food technology lessons. All necessary equipment and ingredients should be in the immediate vicinity and prepared beforehand, ready for use.

The class teacher should exercise vigilant supervision of children when they use any potentially dangerous equipment.

Musical Equipment

The location of the lesson, and the volume of sound produced, should be taken into consideration when planning a Music lesson. Avoiding the distraction of other classes is of utmost importance. All musical instruments, Hi-Fi, tape recorders and any electrical equipment should be returned to the strong room/music room after use.

Protective Clothing

- ◆ Aprons should be worn for all painting activities and any potentially messy craft activities. Wipe-down aprons should be worn in Food Technology classes. Painting shirts should not be worn for Technology lessons. Children should wear the aprons used for Art or others provided especially for Technology.
- ◆ If handling soil for any activity, gloves should be worn.
- ◆ Teachers should have goggles to hand, in readiness for science activities requiring their use.
- ◆ In the case of accidents involving blood, all staff should wear plastic gloves and aprons.

Physical Education

St. Michael's always has the safety of the children in mind. There is a risk element to Physical Education of which the St. Michael's/LEA/other Advisory Body is aware. (See following notes.)

General points to be considered when teaching PE

- ◆ The teacher should be dressed appropriately, with jewellery removed. The correct footwear is essential to ensure quick and safe movement when necessary.
- ◆ The children should change into P. E. uniform for any physical activity for safety and hygiene reasons. Baggy clothing should be discouraged.
- ◆ The teacher should be aware of what the children are doing throughout the session and should not leave them on their own.
- ◆ Children who have forgotten their PE kit should sit and watch the rest of the class and questioned on the learning objectives to ensure that they are paying attention.
- ◆ If a child constantly forgets their PE kit, a letter should be sent to the parents, reminding them that PE is part of the National Curriculum and it is therefore necessary that their child's kit is in school ready for the lesson.

Gymnastic Safety

- ◆ Large pieces of gymnastic apparatus should be moved only when there is a member of staff present. All equipment should be checked by a member of staff and returned to its proper place at the end of the lesson.
- ◆ The teacher must consider if the environment is safe and whether dangerous situations can arise. Is the floor wet or slippery? Is the area clear of superfluous equipment (tables, chairs, filing cabinets)? Are the mats in the right places? Are all the fixing points and bolts in the right places?
- ◆ The children should be 'warmed-up' sufficiently before the lesson begins, to avoid injury. The teacher should be able to see the whole class (important during apparatus work).
- ◆ Is the apparatus suitable for the age of the children? The teacher should know how many children are safe on each piece of apparatus and should group the children accordingly.
- ◆ If only one person at a time can go on the apparatus, make sure the next child does not start until the first is off the apparatus and mats.
- ◆ Discourage the children from touching each other (especially giving support), unless the specific task you have given them requires it, e.g. partner work.
- ◆ Beware of demonstrating an exercise with the most able child, as this could influence other children to attempt a task beyond their capabilities.

Games Safety

Ensure all equipment is safe and nothing is cracked or broken. All equipment should be checked again and put away at the end of the lesson.

If playing in the school team against another school, the children should follow certain codes of behaviour. They should take care when getting in or out of teacher's/parent's cars and crossing roads. Teachers should notify parents at least two days before the event and let them know if the match is postponed.

At the match, teachers should ensure that all the children can be seen. They should make sure that all the children have transport home and that their parents have been notified who is bringing them. If a member of staff uses his/her car to transport children, the appropriate personal insurance cover should be arranged, as St. Michael's/LEA/other Advisory Body does not insure teachers when carrying children.

Parental Support

Teachers should ensure that they have copies of all the relevant documentation before asking parents for their assistance.

Before leaving school, the teacher should complete the appropriate form - giving timetable of after-school activity. A copy should be placed in the school office.

Dance Safety

Although dance is less dangerous than other physical activities, teachers should be aware of certain hazards.

- ◆ Children should dance in bare feet or wear pumps.
- ◆ Children should be discouraged from running around in a boisterous manner.
- ◆ The teacher should make sure there is nothing in the Hall on which children could harm themselves.

Swimming Rules

Male and female staff should accompany the children when travelling to and from the baths, the senior teacher having a list of all the children in his/her care and the numbers involved.

The children should be counted on leaving school, on entering and leaving the pool and when leaving the swimming baths.

The children should know the layout of the Leisure Centre, including where the swimming pools and changing rooms are.

The swimming teacher at the baths should make sure the school staff know where to find the nearest life-saving equipment, first-aid box and telephone in case of an emergency.

Staff to pupil ratio must be at least 1:20 on the poolside. Staff must be in/around the changing rooms when the children are changing; however, teachers should not embarrass the children. Children with long hair should wear swimming caps.

Policy on the Administration of Medicines during School Hours

No member of staff should administer medicine to children, although parents might request the school do so for children who require emergency medication on a long-term basis because of the chronic nature of their illness (for example, asthma, diabetes, epilepsy). In these circumstances, an agreement is reached between the parent, Head Teacher and member of staff involved. Where long-term needs for emergency medication exist, St. Michael's requires specific guidance on the nature of the likely emergency and how to cope. Detailed written instructions should be supplied to the school and the parent/guardian should liaise with their child's class teacher. Emergency day-time contact numbers should be provided where the parent/guardian can be reached.

Parents are responsible for the administration of medicine to their children and, if a child needs a dose of medicine at lunchtime, the child should return home for this or the parent should come to school to administer the medicine. For casual ailments (coughs, colds, etc.), it is often possible for doses of medication to be given outside school hours. St. Michael's does not administer medicines for casual ailments.

If a child has to take medicine in school for treatment of a long-term illness to be effective, then cases will be considered individually. Teachers are not required to dispense medicines as part of their contracts and any agreement to do so is purely voluntary.

For St. Michael's to agree to assist with long-term medication, parents should write to the school authorising medicines to be administered to their child. This should include precise instructions regarding the dosage and frequency.

The medication should be brought into school in a suitable, labelled container (sufficient amount for one day only) that states the child's name, the name of the medicine, the dosage and the time of administration. Whenever possible, the medicine

should be self-administered under the supervision of an adult. Medicines are kept in a secure place by staff, in accordance with safety practices.

Policy on First Aid in school

All staff in the school deal with minor incidents requiring first aid.

During lessons, first aid is administered by the class teacher or Teaching Assistant. If an accident occurs in the playground and first aid is required, one of the staff on duty in the playground should request the assistance of another adult, as appropriate. At lunchtimes, the Welfare Staff or the Midday Supervisor administer first aid.

If there is any doubt about the correct first-aid procedure, the qualified First Aiders should be consulted.

All staff's first aid qualification is to be updated.

Treatments:

When dealing with blood, plastic gloves and an apron should be worn.

Cuts/scratches - Use only clean water and lint. It is policy not to use antiseptic liquids/ointments, as these could delay healing or cause allergic reactions. Plasters may be applied, if necessary, after ascertaining the child is not allergic to these.

Bleeding - As above; if profuse, apply direct pressure and raise the wound before sending for the First Aider.

Head Bumps - Cold compress. Run hands over scalp to find bleeding, swelling or any area that feels soft or indented. Handle head and neck very gently. Parents are advised in a 'Bump to the Head' letter.

Falling - Children do fall over at school from time to time and they react in different ways. It is advisable to watch the situation carefully and assess it. If the child is unable to get up and is in obvious distress, call a First Aider, who will assess the situation and take appropriate action. If the child is unable to stand unaided, **do not lift them** - this could cause other injuries.

Unconsciousness - Call a First Aider immediately.

Breathing Difficulties - Ask the child to stand or sit quietly. Ask if they use an inhaler. If they do, check if they have it with them and ensure they use it. If the child does not use an inhaler, a First Aider should be summoned.

Epilepsy/Fainting - If a child is falling, try to support him/her or ease the fall, loosen clothing around the head/neck and call a First Aider.

Haemophilia - This condition affects the clotting of the blood and can cause haemophiliacs to bleed more freely than other people do. If a known haemophiliac is having a 'bleed', call an ambulance to take them to St. Peter's Hospital.

Diabetes - Diabetics can display either lethargic or more active characteristics than usual. If a diabetic has high or low blood sugar, contact his/her class teacher and/or a First Aider.

Anaphylaxis - The result of a severe, generalised, allergic reaction. The child could experience severe difficulties with breathing. If a known anaphylactic has an attack, the any trained member of staff should administer the child's adrenaline and call for an ambulance. Common allergies are:

- ◆ food, e.g. eggs, fish, nuts, especially peanuts
- ◆ insect stings
- ◆ immunisations or antibiotics.

Safety/HIV Protection

Disposable gloves and a plastic apron should always be worn when treating any accidents/incidents that involve body fluids. Make sure any waste (wipes, pads, paper towels, etc.) is placed in a disposable bag and fastened securely. Any children's clothes should be placed in a plastic bag and fastened ready to take home.

Recording Accidents

All accidents must be recorded in a Accident Book. This is kept in the office. All details need to be filled in, including treatment.

When a serious accident occurs, and the pupil requires treatment, the details are recorded on the Surrey County Council Accident/Incident Record form, with a copy sent to the appropriate authority and reported to the HSE via the Incident Contact Centre.

First-Aid Boxes

Contents: scissors, bandages, plasters (single and strip), cotton wool, sterile gauze and disposable gloves.

Supplies are also kept of eye baths and slings.

First-Aid Supplies

Welfare Assistant keeps additional, more specialised, equipment for first-aid boxes.

Person Responsible for Supplies

The Welfare Assistant is responsible for checking the contents of the first-aid boxes regularly and for placing orders to replenish stock. All staff are responsible for notifying the Welfare Assistant if the contents of any of the first-aid boxes are running low.

Allergies/Long-term Illness

A Medical Register is kept in the Admin Office. This records any child's allergy to any form of medication, food products or insect stings (if notified by the parent); any long-

term illness, for example asthma; and details on any child whose health might give cause for concern. Teaching staff are given a copy of the Register.

Courses

First-aid courses are advertised on the Course Board, and all staff are encouraged to attend.

Accidents

Accidents fall into four categories:

- ◆ a death or major injury
- ◆ a semi-serious injury (that is when an employee or child has had an accident at school and is unable to work for more than three days)
- ◆ a work-related disease
- ◆ a dangerous occurrence (this is when something occurs that does not result in a reportable injury, but which clearly could have done).

Reporting School Accidents

Certain accidents arising out of, or in connection with, work have to be reported to the Health and Safety Executive, under the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

Accidents and incidents should be reported immediately to the Incident Contact Centre (ICC) based in Caerphilly. Incidents can be reported by telephone, fax, e-mail, via the Internet or by post.

If the accident is reported by telephone, it should be confirmed in writing or by e-mail from the web site on the HSE form. (See Appendix One.) Copies of all forms completed should be retained.

If the accident is more than a minor one for a child or adult, the Head Teacher or SLT should be informed immediately. He or she sends for an ambulance, if needed, and contacts parents, if considered advisable.

Other accidents

These are the more common accidents that occur in school.

Procedures to follow.

- ◆ Minor injuries (including all bumps on the head, but not minor cuts and grazes) should always be noted in the Accident Book. This can be found at Admin Office.

- ◆ If a child has a bump on the head, a parent/guardian should be contacted or a letter sent home. The letters can be obtained from the Admin Officer.
- ◆ If the parent/guardian has to take the child to the family doctor or to hospital for further treatment, fill in the Accident Form (Surrey County Council), copies of which are kept in the admin office. The Head Teacher or Admin Officer should sign the form first.

Copies of the form are taken for the school file, for the Health and Safety Executive and sent to the ICC and Area Education Office.

Major Injuries

- ◆ Fracture of the skull, spine or pelvis.
- ◆ Fracture of any bone in the arm, other than a bone in the wrist or hand.
- ◆ Fracture of any bone in the leg, other than a bone in the ankle or foot.
- ◆ The loss of sight in an eye.
- ◆ Any other injury that results in the person injured being admitted to hospital as an in-patient for more than 24 hours, unless that person is detained for observation only.

It could be that the extent of the injury might not be apparent at the time of the accident or immediately afterwards, or the injured person might not immediately be admitted to hospital. Once the injuries are confirmed, or the person has spent more than 24 hours in hospital, then the accident must be reported as a major injury.

Employee Accidents

Any accident to an employee resulting in a fatal or major injury should be reported to the ICC immediately by telephone or e-mail. If first reported by telephone, the details should be confirmed on Form F2508 within seven days.

Pupil Accidents

Fatal and major injuries to pupils on school premises during school hours should be reported in the same way as those to employees. However, injuries during play activities in playgrounds arising from collisions, slips and falls need not be reported unless they are attributable to:

- ◆ the condition of the premises (for example, potholes, ice, damaged or worn steps, etc.)
- ◆ plant or equipment on the school premises
- ◆ the lack of proper supervision.

Fatal and major injuries to school pupils occurring on sponsored or controlled activities, organised by the school but off the school site (such as field trips, sporting events or holidays in the UK), should be reported if the accident arose out of, or in connection with, these activities.